



Supreme Court Reporter of Decisions Office

ASSISTANT EDITOR

Primary Purpose

Entry-level position performing editorial and clerical duties in support of the Office of Reporter of Decisions. Work is detail-oriented and requires knowledge of grammar, legal citation format, and opinion writing style.

Distinguishing Characteristics

Under the direction of the Reporter of Decisions, the Assistant Editor performs a variety of editorial and clerical functions.

Duties and Responsibilities

Editorial functions account for 90 percent of position duties:

- Under supervision, reads and corrects official advance sheet page proofs of opinions before the printing of the official bound volumes. Applies citation style and form, usage, grammar, typography, and format rules according to reference materials adopted by the Reporter of Decisions office. This "bound volume reading" function accounts for almost 60 percent of the editorial work accomplished by the Assistant Editor.
- Assists in answering the contract publisher's questions regarding appellate court opinions before their publication in the advance sheets.
- Obtains approval from the appellate court judge/justice who authored the opinion for the contract publisher's suggested changes.
- Serves as a liaison and resource person within the Reporter of Decisions office for all appellate court staff, answering questions from chambers about legal citation style and form, usage, grammar, typography, format, etc.
- Reviews the final bound volume proof pages submitted by the contract publisher to ensure that all bound volume corrections were made accurately.
- Serves as a backup for the editors in their function of editing Supreme Court opinions before filing.
- Serves as a backup for the Reporter functions of sending headnotes and accompanying cover memos to chambers, faxing approved headnotes to the contract publisher, processing petition for review orders, and coordinating the publication of court rules changes with the contract publisher.

Clerical functions account for 10 percent of position duties:

- Assists in maintaining office logs showing the current status of all published opinions (Supreme Court and Court of Appeals).
- Picks up and processes mail daily.
- Photocopies page proofs before submission to contract publisher.
- Scans and e-mails documents to contract publisher, the Court of Appeals, and others.
- Uploads Supreme Court slip opinions to the court's official web site and to the contract publisher.

Duties and Responsibilities (continued)

- Serves as one member of a line-by-line team to ensure that the electronic version of each Supreme Court opinion matches the hard copy version.
 - Answers e-mailed and telephoned questions directed to the Reporter of Decisions office and the Washington Court Reports Commission. Refers some caller queries to the appropriate staff member.
 - Performs other duties as assigned.
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Key Competencies

Agency Values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Ability

- Advanced skills in using office software and word processing equipment
- Ability to learn and use new computer applications as needed
- Knowledge of grammar, spelling, punctuation, English and legal usage
- Knowledge of editing procedures and proofreading symbols
- Knowledge of legal reference sources
- Knowledge of methods, materials, and practices of legal research, including methods and equipment used in computer assisted legal research
- Knowledge of the Washington court system and appellate court procedures
- Accuracy and attention to detail in the delivery of work products
- Ability to maintain confidentiality
- Communication skills both orally and in writing
- Ability to read and comprehend technical printed material
- Ability to verify written information rapidly and accurately
- Ability to scrutinize written material for errors; evaluate and make concrete suggestions for improving language usage and style
- Understands customer expectations and ensures work meets those expectations
- Professionalism in dealing with clients, staff, and management
- Ability to multi-task and effectively work on multiple projects simultaneously
- Effectively manages time to meet deadlines, and work schedules
- Ability to analyze problems and develop recommendations and options
- Knowledge of standard office procedures, including typing, filing, photocopying, maintaining logs, e-mailing, and telephone skills

Qualifications and Credentials

- (a) A Bachelor's degree, preferably in English, Journalism, Communications, or closely allied field **or**;
- (b) Completion of a paralegal program; **AND**
Experience in effectively using word processing software.

Experience in editing publications at the journey level is preferred.

Demonstration of relevant work experience may substitute for education experience.

SALARY RANGE: 44

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position ***is not*** covered by the Fair Labor Standards Act.

7/15: Revised
6/15: Updated
01/14: Revised
02/08: Format Revision
2007: Established